

## SAMPLE K-12 SCHOOL DISTRICT SITE VISIT SCHEDULE

| Date               |   |  |  |  |
|--------------------|---|--|--|--|
| Day I              |   |  |  |  |
| Time               | Team                                      | Event/Activity   | Interviewee Names  | Location<br>(Including Building and Room Number) |
| 8:00 – 10:00 a.m.  | A/B/C                                     | Team Orientation and Document Review   | Team Members   | Team Room  |
| 10:00 – 11:15 a.m. | A/B/C                                     | District Overview Resource: <ul style="list-style-type: none"> <li>Overview Presentation Guidelines</li> </ul> | Names of District Administrators:  | Team Room  |
| 11:15 – 12:30 p.m. | A/B/C                                     | Lunch  | Team Members   | Team Room  |
| 12:30 – 1:30 p.m.  | A   | High School Students, (including alternative school/program, if applicable)                                    | Names of Students:   |  |
|                    | B   | Middle School Students   | Names of Students:   |  |
|                    | C<br>(and Special Education Cadre Member) | PreK – 12 Instructional Support Staff (paraeducators)  | Names of Instructional Support Staff:  |  |
| 1:30 – 1:45 p.m.   | A/B/C                                     | Individual Team Dialogue/Break   | Team Members   |  |
| 1:45 – 3:00 p.m.   | A   | PreK-12 Learning Support Staff (Guidance, At-Risk, Alternative School/Program, School Nurse)                   | Names of Guidance, At-Risk, Alternative Program/School, School Nurse Learning Support Staff: |  |
| 1:45 – 3:00 p.m.   | B   | PreK-12 Learning Support Staff (Gifted and Talented, Media, ESL, Title I, Technology)                          | Names of Gifted and Talented, Media, ESL, Title I, Technology Learning Support Staff:        |  |
| 1:45 – 2:30 p.m.   | C   | PreK-12 Non-Instructional Support Staff (secretaries, custodians, bus drivers, food service, etc.)             | Names of PreK-12 Non-Instructional Support Staff:  |  |

| 3:00 – 3:30 p.m. | A/B/C                                     | Individual Team Dialogue/Break  | Team Members   |           |
|------------------|---|---|--|-----------|
| 3:30 – 4:45 p.m. | A   | Career and Technical Education Teachers   | Names of Career and Technical Education Teachers:      |           |
|                  | B   | PreK-12 Teachers, including Alternative School/program Teachers                                 | Names of PreK-12 Teachers:                             |           |
|                  | C<br>(and Special Education Cadre Member) | PreK-12 Special Education Teachers and Collaborating Teachers                                   | Names of PreK-12 Special Education Teachers:           |           |
| 4:45 - 5:00 p.m. | A/B/C                                     | Individual Team Dialogue/Break  | Team Members   |           |
| 5:00 - 6:15 p.m. | A   | School Board  | Names of School Board Members:                         |           |
|                  | B   | School Advisory Committees Interview<br>(This interview may be conducted in 20 minute segments) | Names of School Advisory Committee Members:            |           |
|                  | C   | PreK-12 Parents/Guardians   | Names of PreK-12 Parents:                              |           |
| <b>Day II</b>    |   |   |  |           |
| Time             | Team                                      | Event/Activity  | Interviewee Names                                      | Location  |
| 8:00 – 8:30 a.m. | A/B/C                                     | Orientation for Classroom Visits, Document Review Completion, Travel to Classroom Visit Sites   |  | Team Room |
| 8:00 – 8:45 a.m. | Special Education Cadre Member            | Special Education Director/Coordinator/Contact  | Name of Special Education Director/Coordinator/Contact |           |

|                         |   |   |  |                 |
|-------------------------|---|---|--|-----------------|
| 8:30 – 9:30 a.m.        | A   | High School Visits (Discuss with team leader)   |  |                 |
|                         | B   | Middle School Visits (Discuss with team leader)   |  |                 |
|                         | C   | Elementary School Visits (Discuss with team leader)   |  |                 |
| 9:30 – 9:45 a.m.        | Travel to Team Room                             |   |  |                 |
| 9:45 – 11:00 a.m.       | A/B/C   | Team Dialogue   |  |                 |
| 11:00 – 12:15 p.m.      | Mix of A/B/C and Special Education Cadre Member | Superintendent, Curriculum Director, Equity Coordinator, Special Education Contact Committees Interview (This interview may be conducted in 20 minute segments) | Names of Superintendent, Curriculum Director, Equity Coordinator, Special Education Contact: |                 |
| 11:00 – 12:15 p.m.      | Mix of A/B/C                                    | PreK-12 Building Principals, (including alternative program/school, if applicable)  | Names of Principals/administrators:  |                 |
| 12:15 – 5:30 p.m.       | A/B/C   | Working Lunch, Statement Writing, Report Development  | Team Members   | Team Room       |
| <b>Day III</b>          |   |   |  |                 |
| <b>Time</b>             | <b>Team</b>                                     | <b>Activity</b>   | <b>Interviewee Names</b>   | <b>Location</b> |
| 8:00 – To Be Determined | A/B/C   | Team Dialogue, Completion of Draft Report, Consensus Building, and Working Lunch  | Team Members   | Team Room       |
| TBD                     | Team Leader                                     | Visit w/Superintendent about possible non-compliances   |  |                 |
| TBD                     | A/B/C   | Site Visit Highlights   |  |                 |